

**North Carolina Agriculture Cost Share Program Review Summary
(February, 2015)**

County	<u>Surry</u>	Date of Previous Review/Report	<u>2006</u>
District Staff Name(s)	<u>Tony Davis, Debbie Cave</u>	Date	<u>02/11-12/15</u>
NRCS Staff Name(s)	<u>Rick Bailey</u>		
Division Representative(s)	<u>Ken Parks, Rob Baldwin</u>		
Additional Participants	<u></u>		

Questions	Division Findings				Division Comments	District Plan of Action Required		SWCD Plan of Action	Proposed Timeline for Implementation	Division Response to Plan of Action (date)
	Commendation	Recommendation	Corrective Action	No Concerns/ Not Applicable		Yes	No			
Section 1: Application Procedures and Tracking Progress (BMP Implementation and Payments)										
Questions in this section focus on how the district advertises the program, how applications are developed, how contracts are developed, how funds are tracked and how the board approves each.										
When do you schedule your board meetings?				X	2 nd Tuesday of each month at 11:00 a.m.		X			
How do you notify the public of the board meeting schedule and does it adhere to the Open Meetings Law?				X	Notices are posted on the office bulletin board and county courthouse and annual report.		X			

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<i>When do you develop a conservation plan for a potential applicant?</i>	X				Check to see if they have a farm at FSA and then the technician goes to the farm to start the conservation planning process. Commendation.		X			
<i>How do you assess the resource concerns on the farm to determine if a BMP is needed and feasible?</i>	X				The technician looks at the resource concern on the farm and then they decide if the person wants to put in an application of if they just want technical assistance. Commendation.		X			
<i>Are applications reviewed and approved by the Board as a separate action item?</i>				X	Yes		X			
<i>Are application decisions/motions recorded in the board minutes?</i>		X			Yes, recommend to add “of applications” to language in the minutes to clarify what the list is.	X		Anytime that we talk about the list of applications we will assure that that we specify List of Applications	Immediately	Plan of action accepted.
Because applicants are limited when applying for incentive BMPs, how does your district track the applications for incentive BMPs? Is your district using the self-certification form provided by the division to track incentive BMPs?				X	The district currently does not have any of these incentive BMPs.		X			
Please describe how the district tracks applicants who are applying for multiple incentive BMPs or consecutive incentive BMPs.				X	N/A		X			

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If multiple partners farm together, how does the district track individual applicants as one operation?				X	The district tracks these operation by their farm name and by checking with FSA to verify the operations.		X			
Once applications are approved, how do you develop a contract?				X	The technician puts the contract information in CS2 based in the notes from the farm visit. Then the contract is printed out for signatures and then the other forms are included in the contract like maps, designs, etc.		X			
Describe how the district reviews the contract with the applicant. Do you explain that work cannot begin until the contract is approved by the division?	X				The technician informs the cooperater that work cannot be started until final division approval. Commendation.		X			
What procedures do you follow for notifying the applicant that work can begin?	X				The district technician goes over the contract in detail and attaches a letter explaining when work can be started and the responsibility of the cooperater and the 1/3 rd rule and BMP maintenance years. Commendation.		X			
What information do you provide the applicant?				X	The applicant gets a copy of all the contract forms and supporting documents.		X			
<i>Are contracts reviewed and approved by the Board as a separate action item?</i>				X	Yes.		X			

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Are contract decisions/motions recorded in the board minutes?				X	Yes.		X			
Describe the district/board's procedure for approving supervisor contracts.				X	The supervisor contracts are ranked the same as everyone else and they abstain from voting.		X			
Is it documented in the Board minutes that the supervisor abstained from discussing his/her own contract and from voting?				X	Yes.		X			
What technical assistance do you provide during the BMP installation process to ensure the BMP is installed by the contract deadline?				X	The technician works with the cooperator on site to ensure that the BMP gets installed on time.		X			
How do you track the Commission's interim performance milestone? One-third of the work must be completed within 12 months of division approval.				X	The technician uses a spreadsheet in a notebook to track the contracts, the BMP, date approved by the division, the expiration date and expended. If the expended is blank after 12 months then the cooperator is notified. The district does usually have any problems with the cooperators following this rule.		X			
Is the district recording 6-month extensions in the board minutes?				X	The district has not ever had an issue where a 6 month extension was needed, but would offer it to a cooperator if the board approves it.		X			

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What documentation do you include in the contract file that certifies that the BMP was inspected and is installed to the standards and specifications?	X				The technician does an “as built” drawings in red and then fills out a spec. check out sheet and is signed by the approver and certified to NRCS standards and specifications. Commendation.		X			
Are BMPs measured then certified before the request for payment is approved? How is this documented?	X				Yes, it is documented on the “as built” drawings. Commendation.		X			
Are receipts received and reviewed for CSP BMPs that are based on actual cost?				X	Yes.		X			
Are request for payments reviewed and approved by the board as a separate action item?				X	Yes.		X			
If the BMPs are not installed by the end of the third program year per Commission policy, how does the district request a one-year extension?				X	N/A. The district has not had any extension, but know the process.		X			
Are payment decisions/motions recorded in the board minutes?				X	N/A. The district has not had one.		X			
Section 2: Spot Checks and Compliance Issues										
Questions in this section focus on how the district reviews BMPs for compliance and how maintenance and/or non-compliance issues are addressed.										
Who participates in annual spot checks? When are they conducted?				X	Most of the time all the supervisors try to go on the spotchecks. They are usually around the April or May board meetings.		X			

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How does the district select which contracts to spot check?				X	The active contracts are added up for a total and the take 5% of these. Then add the waste BMP and CCAP. The 5% number is divided by the total and that is the number of contract that is used for the random selection process.		X			
<i>Are all BMPs under the waste management category spot checked for the first five years after installation? This applies to all farms that fall under the thresholds that are regulated by DWQ.</i>				X	Yes.		X			
How does the district review five percent of all waste utilization plans?				X	Yes these are added to the total of contracts to spotcheck.		X			
How does the district notify the NRCS area office (for ACSP contracts) or division (for CCAP contracts) to conduct spot checks on lands owned or operated by a district, county, division or NRCS employee or district supervisor? This includes CPOs, revisions, supplements or repairs.				X	When NRCS does their spotchecks the technician notifies the district conservationist at that time. The district does not have any of these contracts currently.		X			

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The North Carolina Statute 02 NCAC 59D.0107(f) states "If the technical representative of the district determines that a BMP for which program funds were received has been destroyed or has not been properly maintained, the applicant will be notified that the BMP must be repaired or re-implemented within 30 working days. For vegetative practices, applicants are given one calendar year to re-establish the vegetation" How does your district notify individuals that have destroyed or mismanaged a BMP?				X	The technician refers to the 6 notes on what was found out of compliance. The technician then notifies the cooperater by a phone call or visit and start the non-compliance process according to the policy.		X			
How are supervisors notified of BMPs that are found to be destroyed or mismanaged at any time throughout the year?				X	The board members are notified at a board meeting.		X			
When does the district provide a written notice that the BMP must be repaired or re-implemented within 30 working days? (Vegetative practices have to be reestablished within one calendar year.) Is a copy of the notification kept with the CPO?				X	Yes, the letters are kept in the file.		X			
If the BMP was not repaired or re-implemented, was repayment requested? Please provide documentation.				X	Yes.		X			
<i>Is the district notifying the division of non-compliance and resolutions?</i>				X	Yes.		X			
Section 3: Record Keeping Questions in this section focus on how funds are managed and accounted for, maintaining proper design and job approval authority, as well as disclosure forms.										

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How does the district track BMP funds?	X				The district technician tracks the BMP funds on a spreadsheet in a notebook for each program and funding source. Commendation.		X			
How does the district use the division on-line (website) reports?				X	Yes.		X			
How are your BMP funds audited? What is the date of the last audit? Who performed the audit? Was the BMP audit form completed and notarized?				X	Tony the technician does the BMP audit. The last one was May 27, 2014. The form was completed and notarized.		X			
How are technical assistance funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The TA funds are sent to the county finance office. Yes, they audited. The last one was audited December 9, 2014. Martin and Starnes, CPA firm.		X			
Who in the office is funded by Cost Share Technical Assistance (TA) from the State?				X	Tony Davis		X			
How are operating funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The operating funds are sent to the county finance office. Yes, they audited. The last one was audited December 9, 2014. Martin and Starnes, CPA firm.		X			

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How are matching funds tracked? Are they audited? What is the date of the last audit? Who performed the audit?				X	The matching funds are sent to the county finance office. Yes, they audited. The last one was audited December 9, 2014. Martin and Starnes, CPA firm.		X			
How much time is spent on cost share program (ACSP, CCAP, AgWRAP) contracts and BMP implementation? How is that tracked?				X	85%. The technician keeps a notebook to help track this.		X			
Is proper job approval authority (JAA) documented for each technical and cost share position?				X	Yes.		X			
Do district supervisors complete supervisor forms when they have a financial interest in an entity requesting a cost share contract?				X	Yes.		X			

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Section 4: Contract Reviews and Site Visits Below is a list of the contracts the division reviewed. Spot checks were also conducted. Notes include recommendations and/or corrective action for contract files as well as the BMP. Contracts/BMPs are listed by contract number.										
Contract Number: 86-2004-010 Applicant Name: Tommy Dockery BMP: Well, Pump, Tanks, Fencing 				X	The BMPs were functioning properly and looked good. Good documentation in the file.		X			

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Contract Number: 86-2006-004 Applicant Name: Double E Farms BMP: Waste Lagoon Closure 				X	The BMP was functioning properly and looked good. Good documentation in the file.		X			

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<p>Contract Number: 86-2007-004 Applicant Name: Kathy Ridenhour BMP: Well, Pump, Tanks, Fencing, Stream Crossing</p> 		X			<p>All the BMPs were functioning properly and looked good except one tank needing some maintenance. Recommend to check for a possible water leak around the tank and add gravel or concrete around the tank for better maintenance according to technical specifications.</p> <p>Good documentation in the file other than a conservation plan was missing.</p>	X		<p>Will work with landowner and contractor to get leak fixed and add additional concrete or gravel and will offer repair money thru cost share</p>	<p>June 30, 2015</p>	<p>Plan of action accepted.</p>

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<p>Contract Number: 86-2009-113 (Drought Grant) Applicant Name: Calvin Mooney BMP: Well, Pump</p> 				X	<p>The BMP was functioning properly and looked good. This well was put in as part of the drought relief program and used the drought grant funds.</p> <p>Good documentation in the file other than the conservation plan was missing.</p>		X			

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Contract Number: 86-2003-105 Applicant Name: Johnny Bruner BMP: Well, Pump, Tank, Fencing, Stream Crossing, Heavy Use Area 				X	The BMP was functioning properly and looked good. No ranking form in the file. All other documentation looked good.		X			

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Contract Number: 86-2008-002 Applicant Name: Josh Simpson BMP: Cropland Conversion to Grass 				X	The BMP was functioning properly and looked good. Good documentation in the file.		X			

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<p>Contract Number: 86-2010-501 (CCAP) Applicant Name: City of Mt. Airy BMP: Pet Waste Receptacles</p> 			X		<p>The BMP was not functioning properly due to the bag box and pet waste receptacle sign were missing. The bottom of the container was also rusted and broken. A corrective action is given to repair the pet waste receptacle according to technical specifications.</p> <p>No conservation plan or benchmark measures in the file. All other documentation in the file looked good.</p>	X		Work with city to get a new receptacle in place with CCAP funds	June 30, 2015	Plan of action accepted.

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Contract Number: 86-2009-204 (Drought Appropriation) Applicant Name: Gordon Holder BMP: Pasture Renovation 				X	The BMP was functioning properly and looked good. No job sheets or designs or conservation plan in the file. All other documentation in the file looked good.		X			

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<p>Contract Number: 86-2003-018 Applicant Name: Thomas Ramey BMP: Heavy Use Area</p> 				X	<p>The BMP was functioning properly and looked good.</p> <p>No ranking form in the file. All other documentation in the file looked good.</p>		X			

Field Portion Comments: There was only one corrective action in the field portion of the review, one BMP recommendation and one general recommendation to always include a copy of the conservation plan, ranking form and benchmark measures in the contract files.